

CITY OF MILFORD
REGULAR MEETING
JULY 10, 2000
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Community Room in said City on the 10th day of July, 2000 at 7:30 P.M. Present were: Mayor Dean Bruha, Councilmembers Dorothy Bockoven, Scott Burroughs, Gary Cooper, Rick Fortune; City Clerk Jeanne Hoggins. Also present: John DeMay, Gary Bennett, Chris Johnson from Olsson Assoc., Steve McMaster with D.N.R., Merle Davids, Elwood Hershberger, Dave Whitney, Chief of Police Forrest Siebken, Todd Neeley with the press.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of publication attached to these minutes. Notice of this meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Bruha called the meeting to order at 7:30 P.M.

MINUTES: A motion was made by Burroughs and seconded by Cooper to approve the minutes of the June 6, 2000 meeting. Roll call vote: Burroughs yes, Cooper yes, Bockoven yes, Fortune abstain. Motion carried.

PAYMENT OF BILLS: A motion was made by Bockoven and seconded by Cooper that the following bills, approved by the Auditing Committee be approved for payment. Roll call vote: Bockoven yes, Cooper yes, Burroughs yes, Fortune yes. Motion carried.

SALARIES:

31313	Mark Frey	972.60
31314	Forrest K. Siebken	946.86
31315	Mavis Lynn Ferris	35.67
31316	Stephanie A. Chicoine	25.98
31317	Jeanne M. Hoggins	807.19
31318	Gary Lee TeSelle	612.63
31319	Scott Dean Fosler	766.20
31320	Robert L. Hull	1034.78
31321	Beverly J. Wehrs	378.92

31322	Edna A. Riedl	258.72
31323	David R. Dahle	709.09
31324	Sara J. Roether	120.98
31325	Amanda L. Lambe	147.31
31326	Louis J. Bialas	671.80
31327	Pamela J. Slama	245.61
31328	Bryce Roth	418.90
31329	Arlene F. Sieck	517.91
31330	Lucy B. Honig	234.58
31331	William J. Sauer	426.66
31332	Marcus A. Siebken	373.68
31333	Shawn D. Matthiessen	378.06
31334	Amanda R. Fichtner	509.36
31335	Jamie L. Opfer	502.63
31336	Susan P. Dugan	351.51
31337	Sheri J. Condreay	309.96
31338	Lindsey C. Heyen	383.51
31339	Chad A. Craghead	304.60
31343	Gary W. Cooper	138.52
31344	Mark Frey	972.60
31345	Roger L. Kness	358.63
31346	Forrest K. Siebken	946.86
31347	Mavis Lynn Ferris	28.53
31348	Stephanie A. Chicoine	86.58
31349	Jeanne M. Hoggins	807.19
31350	Gary Lee TeSelle	652.82
31351	Scott Dean Fosler	766.20
31352	Ricky Gene Fortune	138.52
31353	Dean Alan Bruha	184.70
31354	Robert L. Hull	1077.57
31355	Beverly J. Wehrs	373.31
31356	Dorothy J. Bockoven	138.52
31357	Edna A. Riedl	288.64
31358	David R. Dahle	655.06
31359	Sara J. Roether	313.03
31360	Amanda J. Lambe	184.54
31361	Louis J. Bialas	640.25
31362	Pamela J. Slama	257.91
31363	Scott C. Burroughs	138.52
31364	Bryce Roth	291.67

31365	Arlene F. Sieck	505.42
31366	Lucy B. Honig	211.96
31367	William J. Sauer	88.66
31368	Marcus A. Siebken	373.68
31369	Shawn D. Matthiessen	544.00
31370	Amanda R. Fichtner	578.62
31371	Jamie L. Opfer	502.63
31372	Susan P. Dugan	351.51
31373	Sheri J. Condreay	215.30
31374	Lindsey C. Heyen	486.25
31375	Chad A. Craghead	620.72
31376	Kelly Brown	150.06

GENERAL FUND:

31246	Olsson Associates – Engineer Services/State Street	6509.00
31247	US Postmaster – Utility Billing Postage	115.05
31248	AT&T – Long Distance Service	25.15
31249	Alltel – Service for May	855.49
31250	Craig Betz – Umpiring through 6/14	40.00
31251	Amity Bruns – Umpire 14's Game	30.00
31252	Butch's Welding & Repair – Supplies, Labor	371.46
31253	Tony Conell – Umpiring through 6/13	30.00
31254	Culligan Water Conditioning – Soft Water	16.00
31255	Jerry Culp – Install Tile & Base	428.00
31256	Dorchester Farmers Coop – 410x4 Tube & Repair	12.36
31257	Dorchester Farmers Coop - Gas & Diesel, 31 PHD	1069.00
31258	Des Moines Stamp Mfg Co – City/Senior Center	50.26
31259	Eakes Office Plus – ½ Copier Contract, Toner	67.30
31260	EDM Equipment Company – Belts for Sweeper	20.32
31261	Emblem Enterprises Inc – Uniform Patches	286.07
31262	Farm Plan – Parts for 1070 JD	208.14
31263	The Garbage Company – Service for May	65.50
31264	Gene's Electric – Run new Circuit, Photo Cell, Labor	525.95
31265	Gerhold Concrete Co – Rebar, Fill Sand, Concrete	452.88
31266	Great Plains-One Call Service – Meet Req, Locate	47.73
31267	Mike Hulsebus – Umpiring through 6/13	30.00
31268	I J Janitorial Service – Seal & Wax Kitchen Floor	60.00
31269	Interstate Equip Inc – Shredder	1150.00
31270	Zach Kinnett – Umpiring through 6/13	30.00
31271	Roger Kness – Mileage, Membership, Mtg of NCBOI	90.84
31272	Layne Christensen Co – Labor & Mat. on Well #3	5851.94

31273	Lehr's Floors & Decorating – Floor Tile for Kitchen	548.50
31274	MLR Construction – Under Layment/Kitchen	820.00
31275	Master Cleaners – Uniform Cleaning/DeCoste	13.85
31276	Milford A/C & Appliance – Transformer	23.85
31277	Milford Plumbing Co – Disconn/Reconn Dishwasher	130.00
31278	The Milford Times – Notices, Min., Proceedings, Ad	573.89
31279	Mutual of Omaha Companies – Disability	109.23
31280	NE Dept of Labor – Inspection & Certification Fees	55.00
31281	NE Dept of Revenue – Sales Tax for May	1720.59
31282	Nebraska Motor Parts Co – Car Cleaning Supp, misc	84.95
31283	Nebraska Public Power District – Service for May	4029.89
31284	Northern Pump & Irrigation – Spray Heads, Screws	70.74
31285	Omaha Life Insurance Company – Life Insurance	60.20
31286	Pegler-Sysco Food Services – Gloves & Napkins	86.35
31287	Peoples Natural Gas – Service for May	459.89
31288	Pepsi-Cola of Lincoln – Pop for Pool	81.75
31289	Chris Reiger – Umpiring through 6/13	90.00
31290	Heath Reiger – Umpiring through 6/13	30.00
31291	Roxanne Roth – Cleaning Fire Hall and Library	160.00
31292	Mrs. Wayne Roth – 2 Sheet Cakes	25.00
31293	Sam's Club/GEFCF – An. Admin Fees, Trash Bags,	278.96
31294	Sack Lumber Company – Materials for Pool	176.96
31295	Ryan Scheele – Umpiring through 6/13	60.00
31296	Schlegel's Groceries – Cat Food, Films, Pumace Bar,	271.51
31297	Seward County Rural Public Power – Wells 4 & 5	255.46
31298	Seward County Ford – Oil Change '98 Crown Vic	20.95
31299	Sister Act – Flowers for Bed	16.95
31300	Special Occasions – Bouquets for Memorial Day	121.90
31301	Super Spray Car Wash – Car Wash Tokens	100.00
31302	Tvrdy's Lock & Key – Master Locks, Keys	232.17
31303	Wal-Mart Store #885 – Videos, Posterboard, Birdbath	83.66
31304	Meagan Wells – Umpiring through 6/13	30.00
31305	Dale Ammerman – Water & Sewer Deposit Refund	29.76
31306	Dolly Bobbett – Water & Sewer Deposit Refund	24.55
31307	Matthew Dean – Water & Sewer Deposit Refund	26.99
31308	Steve Frame – Water & Sewer Deposit Refund	28.58
31309	Jason Heikes – Water & Sewer Deposit Refund	25.76
31310	Steve Horn – Water & Sewer Deposit Refund	20.26
31311	Joshua Johnson – Water & Sewer Deposit Refund	12.95
31312	Steven Svatora Jr – Water & Sewer Deposit Refund	50.00

31340	Ameritas Life Insurance Corp – Retirement	993.10
31341	Mutual of Omaha Companies – Group Insurance	3424.07
31342	Milford Economic Development – Hwy 15 Renew	1250.00
31377	Ameritas Life Insurance Corp – Retirement	993.10
31378	US Postmaster – Utility Billing	109.05
31379	Adolph Kiefer & Assoc – Swimsuits	343.74
31380	American Fence Co, Inc – Gate,Latch,Hinges,Bolts	144.47
31381	African American Publications – Ref Library	236.50
31382	AT &T – Long Distance Service	22.56
31383	American Red Cross – Swimming Achievment Crds	27.00
31384	Alltel – Mobile Phone	18.58
31385	Blackburn Manufacturing Co – BL/W Flags,Screen	79.04
31386	Blevens Law Office – Legal services for June	350.00
31387	Sports Express – Baseballs	19.08
31388	Centaur Enterprises,Inc – 3/8 Drill, Nylon Straps	98.25
31389	Central States Lab – 8 Gal Red Paint	715.62
31390	Century Labs, Inc – Line, Jumbo Tissue, Sontara	572.47
31391	City of Milford – Petty Cash, Postage, Vac Bags	83.87
31392	Christian Book Distributors – 15 Books	179.11
31393	Tony Conell – Umpire Pony Game	30.00
31394	Quality Stores, Inc – Black EPDM, Gloves, Bolt	90.33
31395	D & D Communications – Re-sodered Mic	51.00
31396	Data Technologies Inc – Software & Diskettes	13.00
31397	Doubleday Large Print – Where You/Season, Do you	68.25
31398	Don’s Pioneer Uniforms-Uniform Pant, Equip Belt	162.85
31399	Follett Software Co – Scanner Maint Agreement	160.00
31400	Graham Tire Co – Tires for ’94	104.81
31401	1 st Choice Credit Union – Gary TeSelle Account	250.00
31402	Heartsong Presents – 4 Books	9.97
31403	Jeanne Hoggins – Account Conf. Meals & Mileage	61.07
31404	Ingram Library Services – 18 Books	109.14
31405	JEO Consulting Group Inc – Six Year Plan	870.35
31406	KAPCO – Office Supplies	216.98
31407	Kelly Supply Company – Coup Blk 1¼, 2x1 PVC	19.51
31408	Zach Kinnett – Umpire 2 Pony Games	60.00
31409	Leisure Arts – “Spirit of Christmas”	29.91
31410	Lesco Inc – Fertilizer, 1C4ALX9, Wood Handle	576.27
31411	The Library Store – Office Supplies	37.00
31412	Maxi-Sweep Inc – 2” Hose Cuff	12.13
31413	MARC – Veg-A-Kill Plus, 24D	329.46

31414	Menard's – Clear Bulbs, Etc	68.40
31415	Midwest Tape – 7 Tapes	79.73
31416	Milford Economic Devel – Seward Co Clerk Fees	17.50
31417	Milford Plumbing Co – Blk Foam, Coupling	22.78
31418	Milford School Dist #5 – Fines collected for June	10.00
31419	Milford Supermarket – First Aid Supplies, Coke	22.08
31420	Milford Vol. Fire Dept–Statewide EMS Conf, Tables	719.76
31421	Midtown Holiday Inn – Accounting Conf Room	50.02
31422	NE Dept of Revenue – State W/H for June	706.84
31423	Nebraska Health Lab – Paraquet/Diaquat, Coliform	504.82
31424	Nebraskaland Glass of Seward – Windshield & Labor	221.63
31425	Newman Traffic Signs – Stamark Pave Tape, Cement	728.50
31426	Northern Pump & Irrigation – Ball Valve, Handle	184.01
31427	Nuts & Bolts, Inc – Duct Tape, Elec Tape	81.31
31428	Office Depot, Inc. – Calculator, Highlighters, Chairs	498.85
31429	Olsson Associates – Lift Station Project	556.00
31430	Omaha Life Insurance Co – Life Insurance	58.05
31431	Oxmoor House – 2000 Christmas w/Southern	59.82
31432	Accord Capital Corp(Poolmart)–Disinfectants,Chem	1506.40
31433	B & R Electronics – Back-Ups	149.00
31434	Chris Reiger – Umpiring through 6/28	240.00
31435	Heath Reiger – Umpiring through 6/28	150.00
31436	Edna Riedl – Mileage to LSC	9.60
31437	Roxanne Roth – Clean & Wash Windows – Fire, Libr	255.00
31438	Seward County Treas – 911 Comm, Milf Dispatch	300.00
31439	Seward County Ford – Oil Change, Repair Drive Win	183.95
31440	SewNews – 1 Year Subscription	19.98
31441	SCC Lincoln Campus – EMS Rental	7.50
31442	Mike Stinson – Umpire through 6/28	135.00
31443	Subway Motors Co – Battery for '83 Dodge	77.50
31444	The Tool House Inc – Caulkers, Extension Cords	104.62
31445	Uniservice Inc – Pants & Rags	98.10
31446	Utility Equipment Co – 3" FL Bolt & Gskt Set	826.69
31447	Vermeer Equipment of NE – Parts for Chipper,Labor	591.63
31448	Meagan Wells – Umpire 18's through 6/23	180.00
31449	Wergin's Mowing Service – Mow/Clean=Svc Cntr	50.00
31450	Zep Manufacturing Co – Sales Tax	10.78
31451	Conoco Motel – Firefighters Convention	268.00
31452	Mark Gronau – Water & Sewer Deposit Refund	23.84
31453	David Rogers – Umpire 2 Games for 14's	30.00

31454 M.E. Collins Contracting Co – State Street Paving 78321.42
REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Housing Authority minutes for June 12, 2000; Planning & Zoning minutes for June 26, 2000; Fire/Rescue minutes for May 9, 2000; Police Dept. Activity Report for June 2000.

Fortune - waiting to start the survey on the water loop project between “F” St. and Welch Park Rd. due to relocation of current engineer.

Cooper – State Street Project update: Both driving lanes have been poured north intersection is poured and is scheduled to open on 7/11/00. Some of the sidewalks are in. 2 of the 3 loading zones are in.

S.C.C. landscaping grant fell through but they are proceeding with funding the project. Plans from Earl May were available to review.

Cooper also visited with Margaret Scott regarding the alley between “C” and “D” and 1st and Park Ave. The family of Mildred Ferris have no wishes to give the Council permission to extend the alley at this time. It was Mildred’s wishes at the time she was able to take care of her own business to not open up the alley and the family is respecting those wishes.

Cooper also mentioned the curb and gutter repair on the east side of “B” Street in front of Schlegel’s Grocery Store is scheduled to begin the end of July using Y & D Concrete. They are still visiting on the property along 1st Street.

Fortune received information from State of NE regarding standards for lead & copper testing. The standards have been reviewed and at this time will not be lowered. The issue has not been completely resolved and the City may have to deal with this at a later date.

Siebken presented monthly report for June 2000 and also noted that 2 new portables have been purchased which will give them the capability to scan City band and Emergency Services.

COMMUNICATIONS: Sales tax received for the month of April 2000 was \$11,327.53. N.P.P.D. Lease Payment for the 1st Quarter received in the amount of \$24,308.15. The Economic Development Committee renewed the option on the development sight west of town in the amount of \$1250.00.

NEW BUSINESS:

Beer Garden – Sheri’s, August 19, 2000: Request was made from Merle Davids for a beer garden on August 19, 2000 from 10:00 a.m. to 1:00 a.m. in conjunction with the Family Fun Days. It will be held in a 50’ x 50’ fenced-in area on the south side of Sheri’s Grill & Bar. A motion was made by Bockoven and seconded by Fortune to approve the beer garden on August 19, 2000 from 10:00 a.m. to 1:00 a.m. Roll call vote: Bockoven yes, Fortune yes, Burroughs yes, Cooper yes. Motion carried.

Flood Plain Mitigation Plan Overview: Steve McMaster with the Department of Natural Resources and Chris Johnson with Olsson Associates presented to the Council and public an overview of the Flood Plain Mitigation Project. Procedures to be followed are: Initial meeting, analysis, public input meeting, agency meeting for funding, writing of the plan and adoption and approval by the City. Community support is the main key to this plan. They asked those in attendance what problems there might be. Fortune mentioned that when we have heavy rains the storm sewers on the east end of town usually back up. Bruha noted that there has been flooding south of the college. Beautification of Hwy 6 north of town was also brought up. Goals mentioned at this time were: Improve drainage, reduce damage to property. Two ways this can be accomplished is structural and non-structural mitigation. Structural would involve taking the river away from the people, levees, channel improvements. Drainage improvements might include; culverts, clean out ditches or remove debris. Non-structural would involve taking the people away from the river/water. Ways to accomplish this might be a local berm, elevation or relocation of homes. Objectives: Acquisition projects, study to improve drainage, feasibility of doing a study for improvements or development of property north of town, planning for possible flooding at the north edge of town west side of Valley View.

Introduction and Adoption of Ordinance – Egress Windows/Setbacks:

Planning & Zoning made a recommendation to the Council not to allow encroachment into easement of the egress window; not to allow less than 10' between egress window on same side of opposing house or neighboring house R-1 and R-2 (side lot set back). This addition to be made to the Comprehensive Plan under section 4.17. (from 3/15/99 minutes)

Council questioned whether egress windows could be moved to the front or back of structure. Fortune's concern was, with the lot sizes approved as they are, are we going to ask that the square footage of the homes be smaller due to the change in setbacks? Bruha commented that is probably what they will have to do. It was asked to table this item so the Council could physically take a look at the situation at hand. After further discussion Fortune made a motion to table this item until the next regular meeting seconded by Bockoven. Roll call vote: Fortune yes, Bockoven yes, Burroughs yes, Cooper yes. Motion carried.

2nd Request for Variance – John DeMay: A 2nd request was made by John DeMay for a storage shed at 805 Park Ave. The motion made on his request at the June meeting died due to a lack of second. Council discussed concern of chemicals/contaminates being stored so close to the storm sewer and the

possibility of spills. Council discussed the placing a lip around the shed to hold any potential spills. Chief Siebken made note of how close the shed would be to the apartment complex and the concern that if a fire started in the shed how easily it could spread to the structure. A motion was made by Burroughs and seconded by Bockoven to approve the request for variance by John DeMay as long as a 6" lip of poured concrete be placed around the shed to prevent any spills into the storm sewer. Roll call vote: Burroughs yes, Bockoven yes, Cooper yes, Fortune yes. Motion carried.

Approve Payment, Olsson Assoc. – Lift Station Improvement: A motion was made by Fortune and seconded by Cooper to approve payment of Invoice #42467 in the amount of \$556.00 after Fortune checks on the status of the billing. Roll call vote: Fortune yes, Cooper yes, Bockoven yes, Burroughs yes. Motion carried.

Approve Payment, M. E. Collins Contracting Co. – State Street Paving Project, Cert. of Payment No. 1: A motion was made by Cooper and seconded by Fortune to approve payment of Cert. No. 1 in the amount of \$78,321.42. Roll call vote: Cooper yes, Fortune yes, Bockoven yes, Burroughs yes. Motion carried.

Change Orders –Olsson Assoc., State Street Project:

Directive No. 1: Purpose of change directive: Incorporate provisions for future irrigation system and future roof drains. Total amount of increase \$4,701.50. \$1,201.50 will be billed to S.C.C. for roof drains.

Directive No. 2: Purpose of change directive: Allow for future installation of pedestrian flashing signals. Total amount of increase \$662.40. A motion was made by Cooper and seconded by Burroughs to approve both change orders. Roll call vote: Cooper yes, Burroughs yes, Bockoven yes, Fortune yes. Motion carried.

Request for Variance – Bruce Hostetler: A request was made by Bruce Hostetler to build a small solarium addition on the south side of his home at 319 South "E". The addition does not meet setback codes and extends south further than any other home on the block. A motion was made by Fortune and seconded by Cooper to deny the request for variance. Roll call vote: Fortune yes, Cooper yes, Bockoven yes, Burroughs yes. Motion carried.

Replat Lots 21-24, Thornridge Acre Circle: Larry Jantze is interested in replatting lots 21-24 of Jantze Thornridge Addition. Currently the 4 lots are designed for single family dwellings. He would like to divide these lots and place duplexes on them using the center property line as an adjoining lot line. Dave Whitney addressed the Council with his concern for the Planning & Zoning Commissions decision. He presented a list of guidelines from the Comprehensive Plan that should be followed for a minor subdivision. He

also provided drawings of potential duplexes that would fit on these lots. Fortune didn't see how the City would not benefit from having the new homes located at these sites. Cooper had an individual approach him regarding these lots having the same "duplex look". Burroughs was mystified with the downside of allowing these homes to be placed in this area. The setbacks would remain the same as they currently are on the original plat. Bruha noted that the current homeowners purchased their lots with the intention of having single family dwellings next to them and now we might change this in the middle of the game. Burroughs mentioned this being a public meeting he thought if the current homeowners were in opposition they might be present. Jantze will need to have the property resurveyed and a new plat drawn up to present to the Council. The Council gave a verbal assurance that they would be in favor of Jantze replatting the property.

Police Dept. Remodel: Chief Siebken presented the Council with plans and estimated costs to remodel the office of the Police Dept. Intentions are to lower the ceiling, drywall, paint, re-carpet, have cupboards and a new counter top desk built into the north wall. A new L – shaped desk will be purchased along with new filing cabinets. A motion was made by Burroughs and seconded by Cooper to allow up to \$8,000.00 to remodel the Police Office. Roll call vote: Burroughs yes, Cooper yes, Bockoven yes, Fortune yes. Motion carried.

Sprinkler System, State Street Project: Cooper presented a proposal from Northern Underground Sprinklers in the amount of \$8,975.00 for the State Street Project. The college would do plumbing in the meter pit and maintain the system. Council felt with the landscaping involved they should provide the water to maintain the beauty. The funds would be used from the savings on the lights. A motion was made by Fortune and seconded by Burroughs to approve bid from Northern Underground Sprinklers in the amount of \$8,975.00. Roll call vote: Fortune yes, Burroughs yes, Bockoven yes, Cooper yes. Motion carried.

Hard Surface Business Dist. Alley's: Cooper submitted a proposal from Pavers to asphalt the alley's between Walnut & "C" Streets and 1st & 2nd Streets in the amount of \$16,617.00. The water would be channeled to the middle of the alley and flow eastward. Fortune asked if a study had been done to determine if there would be an increase in flow volume with the amount of water coming off the roofs. A motion was made by Cooper and seconded by Bockoven to approve the proposal from Pavers in the amount of \$16,617.00. Roll call vote: Cooper yes, Bockoven yes, Burroughs yes, Fortune yes. Motion carried.

Set date for Budget Work Night: Date set for Budget Work Night is Thursday, July 27, 2000 at 5:00 P.M.

City Investments: City Clerk Jeanne Hoggins asked Council for permission to invite Jim Chambers from Dain Rauscher to inform the Council on how to invest some of the City funds available at this time. Bockoven questioned using our local resources and Hoggins said she would check into it.

ADJOURNMENT: A motion was made by Bockoven and seconded by Burroughs to adjourn the meeting. Roll call vote: Bockoven yes, Burroughs yes, Cooper yes Fortune yes. Motion carried and meeting adjourned at 10:07 P.M.

City Clerk

Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on July 10, 2000 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk